



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

APR 17 2005

OFFICE OF
ENFORCEMENT AND
COMPLIANCE ASSURANCE

Mr. Otto Wolff
Chief Financial Officer/Assistant Secretary for Administration
U.S. Department of Commerce
14th and Constitution Avenue, NW
Room 5830
Washington, DC 20230

Dear Mr. Wolff:

Executive Order (E.O.) 13148, "Greening the Government Through Leadership in Environmental Management," establishes goals for the integration of environmental considerations into Federal agency planning, programs and policies. Section 307 of E.O. 13148 states, "(E)ach agency shall submit an annual progress report to the Administrator [of the EPA] on implementation of this order." The purpose of this letter is to formally request that the Department of Commerce prepare and submit, by April 29, 2005, a report outlining your progress in implementing the requirements of E.O. 13148.

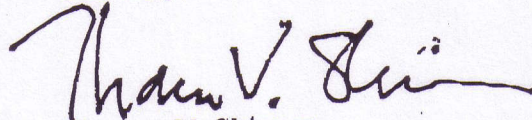
I am enclosing a copy of the guidance package for the 2004 annual report. The package includes the guidance for 2004 as well as the 2003 Federal EMS scorecard, the EMS scoring criteria for 2004 and draft EMS criteria for 2005. The guidance was prepared in coordination with the Interagency Environmental Leadership Workgroup (Workgroup) convened under section 306 of E.O. 13148 to develop policies and guidance required by the order. It reflects the specific reporting requirements of E.O. 13148, and includes criteria developed by the Workgroup to determine the progress of Environmental Management System (EMS) implementation across the Federal government. These criteria will serve as the information presented in the Federal agency EMS implementation scorecard for calendar year 2004. That scorecard will be developed in coordination with the Office of the Federal Environmental Executive (OFEE) and will be provided to Agency Environmental Executives by that office.

Please note that the annual report for calendar year 2005 will request an update on Federal agency compliance management commitments made in response to the President's Management Council, Environmental Compliance Initiative. This effort, announced by the Office of Management and Budget in the fall of 2004, is directly related to Federal agency EMS implementation and the OFEE has requested that the 2005 annual report guidance include an opportunity to report agency progress towards the goals of the initiative.

As chair of the Workgroup, EPA's Office of Enforcement and Compliance Assurance, Federal Facilities Enforcement Office is responsible for collecting annual report submissions. Responses will be summarized in a single progress report for the Federal government. Copies of the annual reports and summary report will be provided to the Federal Environmental Executive and the President's Council on Environmental Quality. Please send your calendar year 2004 annual report to Mr. David Kling, Director, Federal Facilities Enforcement Office, MC-2261A, 1200 Pennsylvania Ave., N.W., Washington, D.C. 20460, by April 29, 2005. If you have any questions regarding your report, please have your staff contact Will Garvey in EPA's Federal Facilities Enforcement Office at 202-564-2458.

Thank you for your prompt attention to this request and your support of this effort.

Sincerely,



Thomas V. Skinner
Acting Assistant Administrator

Enclosures